

FSSA : Communications and Legislative Internship

Intern will work with staff members from the Legislative/Policy team and the Office of Communications and Media Relations. The tasks to be performed include:

Constituent Correspondence: Interns assist staff in responding to constituent letters, E-mails, and phone calls.

Constituent Casework: Legislators frequently receive phone calls and emails from constituents regarding types of assistance that is administered by FSSA. Their assistants pass these inquiries along to FSSA legislative staff, and we resolve the pending matters after conducting research into the particular case.

Information Gathering and Research: Interns receive training to know where and how to find information on various topics and issues. The task may involve using the Indiana Code; looking at past legislation; checking to see what kind of legislation a Representative has introduced in a previous session; or getting background information, such as position papers, talking points, speeches or speech outlines, and legislative histories and/or letters.

Communications Scorecard: Intern will assist in tracking department's progress toward achieving its 2014 scorecard.

Monthly Newsletter: Intern will write newsletter articles – especially those that highlight FSSA's progress toward improving KPIs – as well as other content as needed.

Communication Event Planning: Intern will assist communications team in planning and managing communications events such as webinars.

Other Communication Support: Assist with various projects identified on the department scorecard, such as reviewing all agency documents and newsletters, standardizing the visual look/feel of the local DFR offices and tracking and evaluating FSSA appearances in the media.

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